

**DRAFT**  
**THE VIRGINIA BOARD OF COUNSELING**  
**CREDENTIALS COMMITTEE MEETING**  
**MINUTES**

**Thursday, August 18, 2011**

The Credentials Committee of the Virginia Board of Counseling ("Board") convened at 1:00 p.m. on Thursday, August 18, 2011 at the Department of Health Professions, 9960 Mayland Drive, Richmond, Virginia. Johnston Brendel called the meeting to order.

**COMMITTEE MEMBERS**

**PRESENT:**

Johnston Brendel  
Charles McAdams  
John Penn Turner  
Charlotte Markva  
Catherine Shwaery

**COMMITTEE MEMBERS**

**ABSENT:**

None

**STAFF PRESENT:**

Catherine Chappell, Dep. Exec Director – Licensing  
Patricia Larimer, Dep. Exec Director – Discipline  
(participated in open meeting)  
Jennifer Lang, Administrative Assistant  
Laura Rothrock, Administrative Assistant  
Carmen Sloan, Administrative Assistant

**CALL TO ORDER:**

Mr. Brendel welcomed the Committee members and called the meeting to order. The minutes from the May 5, 2011 meeting were approved as written.

**STAFF UPDATE AND CONCERNS:**

Ms. Chappell introduced the Board's administrative staff and advised that they were working together as a team, utilizing form letters to ensure consistent responses, and working files in order of receipt. She commented that a sense of urgency by applicants seeking to register supervision continues but that applications that are complete when submitted are processed within two (2) weeks. However, incomplete applications require staff to follow up with applicants in order to obtain information to complete files prior to review by contracted reviewers.

She announced that Mary Lou Argow had rotated off the Board and Committee after serving two terms. John Brendel would continue to serve as chair.

She commented that the Board is utilizing five (5) reviewers to handle the backlog of applications and registrations of supervision. Reviews are held several times each month.

Ms. Chappell updated the Committee on the following noted trends:

- Requests for backdating related to delays due to incomplete applications or failure to register have been received. Regulation 18VAC115-20-52.B.2. requires that no residency hours can be accrued in the absence of approved supervision.
- Appropriate degree and coursework issues continue. Staff reference Regulation 18VAC115-20-49 and 18VAC115-20-51, as well as Guidance Document 115-6 in responding to inquiries.
- Window for requesting that deficient internship hours be obtained during residency closed December 31, 2010. A few applicants are still requesting this option which is no longer available.
- Verification of supervision hours are often an issue due to incomplete documentation of supervision by supervisors in accordance with Regulation 18VAC115-20-52.D.
- Requests for use of Skype in obtaining supervision hours continue. Guidance document 115-1.4 is utilized in responding to requests. The Committee agreed that individuals utilizing Skype must insure proper precautions are taken to avoid security risks.
- Clarification of supervision frequency per week is requested by staff. Regulation 18VAC115-20-52.B.2. requires a minimum of 1 hour and maximum of 4 hours per 40 hours of work experience. Staff needs clarification of application of this regulation to part-time workers. The Committee requested that the Regulatory Committee address this question in their periodic review of the regulations.
- Questions about post-licensure clinical practice for endorsement applicants per Regulation 18VAC115-20-45.B.2.b continue. The Committee agreed that evidence of post-licensure clinical practice for 5 of the last 6 years immediately preceding application in Virginia relates to practice in the jurisdiction where licensed. The Committee requested that the Regulatory Committee define "clinical practice" in their periodic review of the regulations.
- Question had been received from an attorney inquiring if licensure was needed for recommending an appropriate treatment facility. The Committee agreed that the Board was unable to provide legal advice and to refer the attorney to the Code.
- Hours from internship towards residency hours are counted in accordance with Regulation 18VAC115-20-52 and Guidance Document 115-4.3.

#### **CLOSED SESSION:**

Catherine Shwaery moved that the Credentials Committee of the Board of Counseling convene in Closed Meeting pursuant to Section 2.2-3711(4) in accordance with Section 2.2-3704(A) and 54.1-108 of the Code of Virginia to discuss applications for licensure. She further moved that Catherine Chappell, Jennifer Lang, Laura Rothrock, and Carmen Sloan attend the Closed Meeting because their presence in the Closed Meeting was deemed necessary and would aid the Committee in its deliberations.

**OPEN SESSION:**

Catherine Shwaery moved that pursuant to Section 2.2-3712 of the Code of Virginia, that the Committee heard, discussed or considered only those public business matters lawfully exempted from the open meeting requirements under the Freedom of Information Act and only such public business matters as identified in the motion by which the closed meeting was convened.

**DECISION:**

The Committee considered twenty-three (23) applications with respect to degree requirements, coursework, supervision, internship, work setting, waiver requests, endorsement requirements and convictions. In consideration thereof, the Credentials Committee approved six (6) applications, denied twelve (12) of the applications, requested additional information from two (2) applicants, denied two (2) waiver requests, and requested more supervision from one (1) applicant. The Committee discussed that coursework towards registrations of supervision requests and applications must continue to be individually reviewed and evaluated.

**ADJOURNMENT**

There being no further business to come before the Credentials Committee, the meeting was adjourned at 4:40 p.m.

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Johnston Brendel, Chair

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Catherine Chappell  
Deputy Executive Director - Licensing